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4 APR 1988

MEMORANDUM FOR: Director of Information Technology

FROM: John M. Ray
Director of Logistics

SUBJECT: OIT Information Processing Standards

REFERENCE: Memo for Director of Logistics from Director of
Information Technology, dtd 22 March 1988,
Same Subject (OIT 0290-88)

1. As requested, the draft guidance attached to the referenced memo has been reviewed within the Office of Logistics (OL). The need for the Agency to enforce information processing standards is clear and we concur in the concept that the procurement process can incorporate procedures to help further this objective. Clearly, inclusion of information processing standards will be beneficial in creating more awareness by program offices and vendors of the need to follow standards. Therefore, I agree in principle with the purpose of the referenced documents, and am prepared to proceed working with your office and the program offices to develop suitable procedural mechanisms and formats.

2. Before adopting a procedure to include information processing standards instructions in a request for proposal (RFP), we will want to be clear on roles and responsibilities concerning:

- a) acceptance of statements of compliance from vendors, or
- b) approval and appeal processes when waivers are requested by vendors.

I believe we want to address these basic issues and develop a set of procedural mechanisms and formats to facilitate successful implementation of the concept. In particular we want to be careful to avoid introducing any unnecessary delays in the procurement process. I understand the planned development and issuance of Agency-wide guidance will deal with these matters.

3. I propose that representatives from the affected offices work together to develop an agreed upon approach.

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